DEC VTX

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Getting Started

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DEC VTX for Windows

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Part Number: AA–Q14RA–TH

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Preface

About This Guide

This guide contains information on how to use DEC VTX. for Windows (VTX). To help you learn to use VTX efficiently, this guide is organized by tasks, beginning with the most common things you may want to do with VTX and moving on to more advanced product features:

- Chapter 1 introduces you to VTX.
- Chapter 2 provides the information you need to install and start VTX.
- Chapter 3 provides information on how to navigate through the pages of your infobase.
- Chapter 4 provides step-by-step instructions on how to use other basic functions.
- Chapter 5 provides an explanation of the Text Retrieval feature in VTX and how to use it.
- Chapter 6 provides reference information on all the command menus, as well as the function each command performs.
- Appendix A provides all the status messages in VTX, along with recovery procedures, where applicable.
- Appendix A provides all of the status messages and their meanings.
- The Glossary provides basic terms for your reference.

For More Information

In addition to this guide, the information set includes the following documents in printed format, as well as in Bookreader online format:

- *Information Provider's Guide*
- *Service Provider's Guide*
- *Application Provider's Guide*
- *Text Retrieval Handbook*

In addition, VTX provides extensive context-sensitive online help.

Conventions

This guide uses a few symbols and conventions:

- Keys are sometimes used in combination. For example, CTRL+C means to hold down the CTRL key while pressing C.
- To choose a command from a menu, you can use the mouse or press a key combination. This guide provides instructions for the mouse wherever the mouse can be used. In step-by-step instructions, it provides both the mouse and key combination sequences. Key sequences follow the menu and command names. For example: Choose Save As... from the File menu.
- Words shown in bold can be found in the Glossary

1

Introduction to VTX

This chapter provides:

- An overview of VTX and its features
- A brief conceptual explanation of how VTX works
- An explanation of the VTX page, and a description of the various types of pages

Overview

VTX is a distributed document filing and retrieval **videotex** system that runs on Microsoft® Windows™. VTX provides you with distributed electronic access to an **infobase** designed specifically to meet the needs of your organization.

You can use VTX to retrieve pages of information in much the same way you would retrieve information from the pages of books in a library. You can navigate through the infobase by reading a page at a time, or you can jump around the infobase, reading pages in many different sections. You can use bookmarks and copy pages You can use forms and queries to specify and define the type of information you want to access.

VTX can deliver information quickly and simply to a variety of desktops, over a wide-area network, from sources that range from document repositories to external databases.

Your VTX infobase can store a variety of document types, ranging from text to a compound document containing charts, images, and graphics, all of which you can view on your screen and print in documents.,

Conforming to all international standards for videotex systems, VTX provides a soft-copy alternative to information distribution, and is best suited to information that:

- Ordinarily requires an expensive printing, reproduction, and distribution process.
- Must be updated and distributed frequently.
- Must be made available to a widely dispersed audience of readers.

Ideal information for a VTX system includes, but is not limited to, the following:

- Personnel policy manuals
- Sales literature indexes
- Sales updates
- Job openings
- Interplant transportation schedules
- Newsletters
- Price lists
- Customer order status
- News stories and weather bulletins
- Product fact sheets

How VTX Works

VTX stores information in an infobase in the form of pages. An infobase is the information an organization can access through its VTX system. An infobase is specifically designed and created by members of the organization to satisfy the information requirements and needs of its members. An infobase is **keyword** and menu-driven. It contains all of the organization's pages and keywords, on all of its nodes.

As a client/server-based product, the VTX **server** runs on the VMS Operating System, while the clients run on a variety of operating systems, including Microsoft Windows, with either DECnet or TCP/IP transport to the server.

The Windows client brokers your navigation and retrieval requests to the server. Your closest VTX server is known as your **home server** and can interact with other servers in your organization, typically servers at other locations.

VTX Pages

A VTX page is a unit of related information that can contain as many as 3,500 lines. VTX displays the contents of a page one screen at a time. More than one page of related information makes a document, which can contain a total of 32,768 pages. VTX provides many quick ways for you to navigate through pages and documents, making it easy to find the information you need.

The current page in a document is the **primary page**; the pages in the document that follow a primary page are its **continuation pages**.

There are several different types of pages:

- Menu
- Display
- Form
- Launchable

Menu Pages

Menu pages present a list of choices, or options. When you make your choice, VTX responds by displaying either another menu of choices for you to further define your needs or a display page, or by calling another application.

VTX provides menus for for all of its functions.

The **main page**, also known as the **home page**, is the first page displayed when you start VTX, and is commonly a menu.

Display Pages

Display pages present information from your infobase for your viewing. Display pages do not contain menu prompts or input fields. The format of a display page is determined by your **information provider**, the designer of your infobase.

Form Pages

Form pages contain fields in which you are required to enter information. An example of a form page is a course registration form.

You interactively enter the required data onto the form and into your system. Some forms include online help that you can access if you are unsure of how to enter your data or what information is required.

Launchable Pages

Launchable pages provide a means for you to activate other applications, such as Excel™ or WordPerfect®, from within VTX. There are no limitations on the type of information that can be stored in a launchable page, or on the type of application a launchable page can start.

Your **service provider** may supply you with a list of the launchable pages (and applications) available to you.

2

Getting Started with VTX

This chapter provides:

- Information you need to install VTX on your Windows system
- A description of your VTX main window
- Instructions on using VTX menus

Before You Begin

Before you can use VTX, you must first install Microsoft Windows on your computer, and then install VTX. For information on installing Windows, see your Windows documentation.

To install VTX, you must use the Setup program. Online help is available throughout the installation procedure.

Starting VTX

The VTX installation automatically creates the VTX program group and VTX icons.

You can start VTX by double-clicking the VTX icon. If Windows is not already running, at the system prompt, type **win** and then press ENTER.

The Main Window

The main window is the first window displayed when you first start VTX. It contains your system's main page, usually a menu and also known as the home page. The components of the main window are:

- Menu bar
- Button bar

- Work and display area
- Status bar

Menu Bar

The following VTX menus are displayed across the top of the **main page** in the Menu Bar:

- File menu (see page 33)
- Edit menu (see page 34)
- Navigate menu (see page 35)
- Locate menu (see page 38)
- Customize menu (see page 39)
- Help menu (see page 40)

Button Bar

The Button Bar is located just below the Menu Bar. It is a graphical bar with buttons that perform some of the most common commands in VTX, such as Save, Print, and Find. You can customize some of the features of the Button Bar, including whether to display it in the main window or not. (See Using Other Basic Features of VTX on page 19 for more information.)

Save Button

Saves a page in a file. You can save the current page, or the current page and all its associated continuation pages. You can also save the page in a different file format.

Print Button

Prints pages, either on a printer or to a file. You can print the current page, or the current page and all its associated continuation pages.

Send Mail Button

Mails a page through TeamLinks. You can mail either the current page, or the current page and all its associated continuation pages.

Previous Choice Button

Displays the previous choice on your multiple choice list

Next Choice Button

Displays the next choice on your multiple choice list.

Home Button

Displays the main page in your VTX system, quickly and directly, from anywhere in your infobase.

Previous Page Button

Displays the previous page of a multiple page document.

Backup Button

Displays the last menu from which you made a choice.

Next Page Button

Displays the next page of a multiple page document.

Query Button

Displays the Full Text Search dialog box so you can pose a search query.

Previous Matching Word Button

Displays the previous hit or matching word on a matching page in a results menu.

Next Matching Word Button

Displays the next hit or matching word on a matching page in a results menu.

Top of Page Button

Displays the top of the page, if a page fills more than one screen. You can do this from any point in the page, without redisplaying the parts of the page between your position and the top.

Bottom of Page Button

Displays the bottom of the page, if a page fills more than one screen. You can do this from any point in the page, without redisplaying the parts of the page between your position and the bottom.

BookMarks Button

Marks up to five pages with BookMarks. BookMarks provide you with quick access to marked pages during your current VTX session, and are cleared when you end the session.

Find Button

Locates a specific page. VTX finds the page according to a page keyword or number associated with the page.

Page Information Button

Displays the page title, creation date, number, and any associated keywords for the current page.

Help Button

Displays help information specific to the current page.

Enter Button

Enters form data or a search query to your VTX system.

Work and Display Area

Comprising most of the VTX window display, the work and display area is located below the Menu and Button Bars. VTX displays pages and dialog boxes here for your use and input.

Status Bar

Displayed at the bottom of the VTX window below the work and display area, the Status Bar displays messages to help you use VTX, including information on the status and function of the buttons in the Button Bar. You can also customize VTX so that your error messages are displayed in the Status Bar.

For an explanation of each of the VTX Status Bar messages, see Appendix A.

Using Menus

Access to information in your VTX system is most commonly achieved through menus.

Menus provide:

- Commands for you to determine how you will use VTX
- Lists of options that determine the kind of information you will access in your infobase

Menus can lead you to submenus that contain additional options. Menu options followed by an ellipsis (...) indicate that a dialog box will be displayed if you choose that option. In a dialog box, you further define your menu choice.

Command Menus

Command menus provide you with a choice of commands that determine how you will use VTX. (See Menu Bar, page 6.)

For a complete listing of all the VTX menus and their correspopnding commands, see Chapter 6.

List Menus

List menus provide you with options that determine the kind of information you can access in your infobase. These options are displayed in a list box.

A results menu is a type of list menu. It provides a list of the matching pages found with a **Text Retrieval** query. A matching page is displayed

only once in a results menu, regardless of how many matches the page contains.

Making Menu Choices

To choose a command from a menu:

1. Point to a menu name.
2. Click the left mouse button to display the menu..
3. Point to a command name.
4. Click the command name with the left mouse button.

VTX assigns some commands to shortcut keys, called key commands so you can choose commands without displaying a menu. If a command can also be carried out through key commands, the keys appear in the menu, to the right of the command. For more information on key commands, see Chapter 6.

To choose an item from a list menu:

1. Point to the menu item.
2. Double click the left mouse button.

You can also choose more than one menu item from a list menu at one time.

Making Multiple Menu Choices

To make more than one choice at a time from a list menu:

1. Point to your first choice on the list menu.
2. Press Ctrl and the left mouse button at the same time.
3. Drag the pointer over your remaining choices.

   Your choices are highlighted.

   If your choices are not listed sequentially, that is, menu items you do not want to choose are positioned in between choices you want, lift your finger off the left mouse button while you pass over the items you do not want to choose. Press the left mouse button again while you drag over a menu item you want to choose.
4. When you have selected all your menu choices, choose the Enter button in the Button Bar.

VTX keeps a list of your multiple menu choices, and displays the page of your first choice. You can proceed through your choices a page at a time, or move forward and backward through the choices and pass over any intervening pages.

5. To display your next menu choice, press the Next Choice button in the Button Bar, or choose Next Choice from the Navigate menu.

   The Next Choice button and the Next Choice menu item are dimmed after you reach the last choice on your list. VTX displays a message to let you know you have no more selections.

6. To display any of your previous choices from the list, choose the Previous Choice button in the Button Bar or choose Previous Choice from the Navigate menu.

   Whenever a menu or form page is displayed from your multiple choice list, VTX clears the list and proceeds as if you had chosen only the current page.

Making the Next Choice From a Multiple Choice List Menu

To proceed to the next choice on your multiple choice list:

- On the Button Bar, choose the Next Choice button.

  Or,

- Choose Next Choice from the Navigate menu.

This method makes it unnecessary to read through to the end of a multiple page document to make the next choice on your multiple choice list.

The Next Choice button and the Next Choice menu item are dimmed after you reach the last choice on your list, or when there is no multiple choice list.

Making the Previous Choice From a Multiple Choice List Menu

To go back to the previous choice on your multiple choice list:

- On the Button Bar, choose the Previous Choice button.

  Or,

- Choose Previous Choice from the Navigate menu.

This method makes it unnecessary for you to go back to the beginning of a multiple page document to get to the previous choice on your multiple choice list.

The Previous Choice button and the Previous Choice menu item are dimmed after you reach the first choice on your list, or when there is no multiple choice list.

Exiting From Your VTX System

To exit from your current VTX session, choose Exit from the File menu.

When you exit from VTX, any Using BookMarks you have set are cleared for your next session.

3

Navigating Through VTX

You can navigate through the pages of your VTX infobase with a variety of techniques, all designed to be adaptable to your current task. In this chapter you will learn how you can:

- Read forward and backward through a document a page at a time.
- Refresh the current page.
- Return to your main page.
- Display the top of a page.
- Display the bottom of a page.
- Connect to an infobase on a different server.

Displaying the Next Page

You can display the next page in a multiple page document, without displaying the entire current page.

To display the next page:

- On the Button Bar, choose the Next Page button.

  Or,

- Choose Next Page (Page Down) from the Navigate menu.

Displaying the Previous Page

You can display the previous page in a multiple page document, without redisplaying the entire current page.

To display the previous page:

- On the Button Bar, choose the Previous Page button.

Or,

- Choose Previous Page (Page Up) from the Navigate menu.

Refreshing the Current Page

You can refresh the current page, retrieving it from your infobase with any changes that have been made to it since you accessed it. This function is especially useful with dynamic page information, such as stock quotations, where the infobase is constantly being changed and updated.

To refresh the current page, choose Refresh Page (Ins) from the Navigate menu.

Returning to the Main Page

You can return to the main page in your VTX system directly from anywhere in your infobase. The main page, also known as the home page, is the first page displayed when you start VTX, and is commonly a menu.

To return to the main page:

- On the Button Bar, choose the Home button.

  Or,

- Choose Main (Home) from the Navigate menu.

Displaying the Top of a Page

If a page fills more than one screen, you can immediately display the top of the page. You can do this from any point in the page, without redisplaying the parts of the page between your position and the top.

To display the top of a page:

- On the Button Bar, choose the Top of Page button.

  Or,

- Choose Top of page (Ctrl+T) from the Navigate menu.

Displaying the Bottom of a Page

If a page fills more than one screen, you can immediately display the bottom of the page. You can do this from any point in the page, without displaying the parts of the page between your position and the bottom.

To display the bottom of a page:

- On the Button Bar, choose the Bottom of Page button.

  Or,

- Choose Bottom of page (Ctrl+B) from the Navigate menu.

Connecting to a Server

To connect to a different server and node, or reconnect to your previous server from your current session:

1. Choose Connect... from the Navigate menu.

   The Connect dialog box) is displayed.

2. Enter the name and number of the server to which you want to connect. (See your system administrator if you need help with this information.)

Locating a Page

You can find a VTX page by specifying one if its keywords or its page number, and also by using Using Text Retrieval, (see page 23 for more information).

Displaying Page Information

A page can have a page number, a title, a creation date, and one or more **keywords** associated with it.

To display information about the current page:

- On the Button Bar, choose the Page Information button.

  Or,

- Choose Page Information... (Alt+Enter) from the Locate menu.

Finding a Page by Keyword

You can find and display a page by specifying a keyword associated with it.

To find a page by specifying one of its keywords:

1. On the Button Bar, choose the Find button.

   Or,

2. Choose Find Page by Keyword... (Ctrl+F) from the Locate menu.

   The Find dialog box is displayed.

3. Enter a keyword associated with the page you want to find.

   Enter an asterisk (*) to display all the keywords and their associated pages.

   Enter one or more characters followed by an asterisk (*) to display the keywords that begin with those characters.

You can also enter a page number associated with the page you want to find. VTX finds the page the same as it does with a keyword.

Using BookMarks

You can set up to five pages with BookMarks for quick access during your current VTX session. All BookMarks are removed when you exit your current session.

To mark a page with a BookMark:

1. Display the page you want to mark with a BookMark.
2. On the Button Bar, choose the BookMarks button.

   Or,

3. Choose BookMarks... from the Locate menu.

   The BookMarks dialog box is displayed, with BookMark numbers 1 through 5.

4. If the page has a name, VTX displays it in the field provided. If you want a new name for your BookMark, enter it in the same field.
5. Choose the Set button to set the BookMark for the current page.

You can now use your BookMark to access this page during your current VTX session.

Accessing a Marked Page

To access a marked page:

1. On the Button Bar, choose the BookMarks button.

   Or,

2. Choose BookMarks... from the Locate menu.

   The dialog box is displayed, with BookMark numbers 1 through 5.

3. Click on the BookMark name or number for the page you want to access.

4. Choose the Go To button.

   The marked page is displayed.

To exit from the dialog box without accessing a marked page, choose the Cancel button.

Saving Pages

You can save pages in one or more files with VTX. You can save the current page, or you can save a page and all its associated continuation pages. You can save a page in a file format other than its current format.

To save a page, with or without continuation pages:

1. Display the page you want to save.

2. On the Button Bar, choose the Save button.

   Or,

3. Choose Save As... from the File menu.

   The Save As dialog box is displayed.

4. To change the name of the file in which the page or pages are to be saved, click on File Name.

5. To change the file type of the file in which you want to save the page(s), click on Save File as Type.

To display the possible valid file types, click on the down arrow. Click on your choice to display it in the Save File as Type box.

6. To save all continuation pages associated with the current page, click on Include Continuation pages .

By default, VTX saves only the current page.

Copying Pages

You can make a copy of all or part of the current page and place it on the Clipboard, making the copy available for use in other applications.

To copy part of the current page onto the Clipboard:

- Select the text you want to copy, and choose Copy from the Edit menu.

To copy all of the current page onto the Clipboard:

- Choose Select All from the Edit menu.

4

Using Other Basic Features of VTX

This chapter provides step-by-step instructions on how to:

- Print pages
- Mail pages
- Use form and launchable pages
- Customize certain features of your VTX environment

Printing Pages

You can print pages on any printer to which your system has access. You can print the current page, or you can print the current page and all its associated continuation pages.

1. Display the page you want to print.
2. On the Button Bar, choose the Print button.

   Or,

3. Choose Print... from the File menu.

   The Print dialog box is displayed, with your current printer destination specified.

4. To view or make changes to your current printer settings, choose the Setup... button.

   The Print Setup dialog box is displayed. You can make changes to any of these settings before you print the page(s).

5. To make changes to your current print style settings, choose the Options... button.

   The Options dialog box is displayed. You can make changes to any of these settings before you print the page(s).

6. Specify the print quality and the number of copies you want.

7. To print to a file or include continuation pages, turn these options on.
8. Choose the OK button when you are satisfied with all your settings.

VTX displays a message to let you know when printing is in progress.

Mailing Pages

You can mail the current page and its continuation pages if you have TeamLinks V1.1 (or later) installed. If you have not already started TeamLinks, VTX starts it when you choose to send mail.

To mail a page:

1. Display the page you want to mail.
2. On the Button Bar, choose the Send Mail button.

   Or,

3. Choose Send Mail... from the File menu.

   The Send Mail dialog box is displayed.

4. Specify whether you want to send only the current page, or the current page and all of its continuation pages.

Using Form Pages

Your VTX system may contain form pages, which contain fields in which you are required to enter information. For example, you may need to fill in a form to register for a course through VTX.

You interactively enter the required data onto the form and into your system. You can use the keys on your keypad to move around on a form and enter the required information into the fields.

Some forms include form-specific online help that you can access if you are unsure of how to enter your data or what information is required in the fields. Form-specific help explains the information you need to enter into each field and how to enter it. This help is created by your **information provider**, and is not available on all forms.

To determine if this help is available on the current page, check the Help button on the Button Bar. If this button is active, form page help is available; if it is dimmed, form page help is not available.

To access form page help:

- On the Button Bar, choose the Help button.

  Or,

- Choose Help on this Page... (Page Down) from the Help menu.

Using Launchable Pages

Launchable pages provide a means for you to activate other applications, such as Excel™ or WordPerfect®, from within VTX. Your **service provider** may supply you with a list of the launchable pages (and applications) available to you. There are no limitations on the type of information that can be stored in a launchable page, or on the type of application a launchable page can start.

Launchable pages are usually much longer than other pages, so you should expect VTX to take longer to access a launchable page than it does to access one of the other types of pages. In addition, it is a good idea to ensure that you have adequate disk space to accommodate the launchable page.

Customizing VTX

You can customize many VTX features to best suit your personal working style and environment. You can customize the following:

- Details about your screen display and VTX work environment
- Appearance and location of your Button Bar
- Font size and style of your screen display
- Saving your VTX window size and position

With the exception of the size and position of your VTX screen, all of your customizations are saved automatically as you make them.

To customize personal preferences for your VTX environment:

1. Choose Preferences... from the Customize menu.

   The Preferences dialog box is displayed.

2. Turn on the buttons and check the boxes of the settings you want to make.

Specifying Icons

You can choose to display or not display the Button Bar. If you choose to display it, you can choose its location in the window. If there are buttons in the Button Bar you do not use, you can choose not to display them.

To make any of these specifications:

1. Choose Icons... from the Customize menu.

   The Customize Icons dialog box is displayed.

2. The current position of your Button Bar is indicated in the Position box.
3. The current specification for displaying or hiding the Button Bar is indicated.
4. Choose Icons... to determine which icons you want to display in the Button Bar.

Specifying Fonts

To customize the font type, style, and size of your screen display:

1. Choose Fonts... from the Customize menu.

   The Font dialog box is displayed.

2. Choose your font type, style, and size preferences.

   Click the up and down arrows for your possible choices.

   A sample that reflects all your font settings is displayed.

Saving Your Window Position

To save the size and position of your VTX window when you exit VTX, choose Save Window Position from the Customize menu.

All other VTX options are saved as they are chosen.

5

Using Text Retrieval

The Text Retrieval feature in VTX provides you with a powerful search mechanism to access pages in your infobase. This chapter provides an explanation of Text Retrieval and explains how to:

- Select and view the information indexes you can search
- Pose search queries for information you need
- Interpret and use a results menu

Text Retrieval Overview

With Text Retrieval, you can find and retrieve documents whose contents match a search query you specify. Text Retrieval organizes documents into indexes so that you can search these indexes and retrieve lists of documents that match your query specifications.

When you pose a search query against an index, VTX searches all the pages in the index. When a word or term satisfies a search query, this match is a **hit**. When you view the page on which the hit occurs, you will see the hit is highlighted for easy identification. Although you can have multiple hits on a single page, a hit cannot span two pages.

A page with one or more hits is a **matching page** and is listed once in a results menu, regardless of how many hits it has. If a page has continuation pages that contain one or more hits, these pages also appear in the results menu with the same title as the primary page.

Indexes

VTX stores information for retrieval in **indexes**. A VTX document is the smallest entity that can be indexed. For Text Retrieval, a document is a VTX page.

Each document is divided into a number of fields. The fields supported by VTX are:

- Title
- Text body
- Keywords

When VTX indexes information, it knows what information belongs in which field. You can then search for information within a specific field. If no field is specified, all fields are searched.

Pages are grouped into an index, which is a cross-reference table of all the terms that exist in all of the pages of the infobase. Maintenance of an index is handled through automated procedures, as well as by your information provider.

Besides the cross-reference table of terms, an index contains information about the page itself, including its title and creation date. It also contains a VTX-specific container file that describes the parameters of the index.

When an index is built, pages are brought into the index; words within these pages can be indexed through a combination of the following options:

- Exact word matching
- Word stemming
- STOP and GO words

By default, your service provider and system administrator use all three of these options to create an index. This means you can perform searches based on either the stem (base form of a word) or on the exact word itself. You will not find STOP words in the index; they are utilized to free up disk space and resolve search queries more quickly.

Exact Word Matching

In a search, WORD specifies a word in an index to be searched. The delimiters, capitalization, and qualifiers associated with a word indicate how the word is matched.

Quotation marks indicate that the word requires an exact match. For example, the search query `"musician"` would only be matched by the word "musician" and not "music".

The absence of quotation marks indicates that the word can be matched by any base form of the word. For example, the search query `musician` could be matched by the word "musician", "music", or "musical".

Word Stemming

By default, an index stores only one form of a word. If words are not being stemmed into their base forms, the word found in the document is stored, as is, in the index. If words are being stemmed to their base forms, the base form of the word is stored in the document, unless the word cannot be stemmed, in which case the original form is stored.

For example, a document containing the words "musician" and "CD" would stem and store the first word as "music". It would be unable to stem the acronym "CD" and so it would store the original form of the word "CD".

STOP and GO Words

STOP and GO words can be used to reduce the size of an index and to improve search speed. Within VTX, this is also referred to as a word filter. A list of STOP words indicates which words are not to be indexed. This lets you skip words that add no value to the index, such as ESC characters.

A list of GO words indicates the words to be indexed. By definition, STOP and GO words are mutually exclusive. If neither STOP or GO words are used (the default), all words in your VTX pages are indexed.

Viewing and Selecting Text Retrieval Indexes

To view the Text Retrieval indexes available in your infobase:

1. On the Button Bar, choose the Query button.

   Or,

2. Choose Full Text Search (Ctrl+S) from the Locate menu.

   The Full Text Search dialog box is displayed with all of the available indexes listed.

To select one or more of the displayed indexes to pose a search query against:

1. Point and click at your first choice on the list menu.

2. If you have more than one index choice, press Ctrl and the left mouse button at the same time.
3. Drag the pointer over your remaining choices.

   Your choices are highlighted.

   If your choices are not listed sequentially, that is, some indexes you do not want to choose are positioned in between some you want, lift your finger off the left mouse button while you pass over the items you do not want to choose. Press the left mouse button again when you drag over a menu item you want to choose.
4. When you have selected all the indexes you want, choose the OK button.

Creating a Search Query Expression

You can create a search query to perform searches for:

- Simple character string matches of exact words or phrases
- Boolean search expressions, with Boolean logic operators such as AND, OR, and NOT
- Proximity search expressions, which define the location of words in relation to each other, such as in the same sentence, phrase, or paragraph
- Wildcard search expressions, which define all words or phrases that share a common matching attribute
- Title searches
- Date searches

Search Query Syntax

A search query expression is used to represent the search query to Text Retrieval. Two or more search query expressions can be combined, as shown in the following syntax:

search-query-expression [AND search-query-expression...]

{ OR }

The AND or OR Boolean grouping keyword must be used between two or more search query expressions. For example, `"opera" AND "mozart"` is a valid search query, but `"opera" NOT "mozart"` is not valid.

The AND keyword indicates that both of the search query expressions must be present in the document for the document to match the search query.

The OR keyword indicates that either of the search query expressions can be present in the document for the document to match the search query.

Proximity Expressions

PHRASE, SENTENCE, or PARAGRAPH specify a proximity expression that begins with a proximity keyword and is followed by two or more words, enclosed in parentheses with the words having commas between them. For example, the words Puccini and Operas delimited using the SENTENCE keyword would be entered as the following:

```
Puccini and Operas IN SENTENCE
```

Proximity is also hierarchical. A *phrase* is part of a *sentence* which is part of a *paragraph*. Therefore, a paragraph can contain one or more sentences which in turn can contain one or more phrases.

Proximity Matching

Proximity matching is invoked by using the IN operator followed by the term specifying which proximity to use:

{wordlist} IN {SENTENCE | PHRASE | PARAGRAPH}

PHRASE Keyword

With this proximity keyword, all terms match text in the same sentence of the same document, and occur in the order listed.

If no proximity keyword is specified, the default is PHRASE. For example:

```
Puccini and Operas IN PHRASE
```

would only match "The Puccini Operas Tosca and Turandot ..."

SENTENCE Keyword

With this proximity keyword, all terms match text in the same sentence of the same document. For example:

```
Puccini and Operas IN SENTENCE
```

would match "The Operas of Puccini ..." and "The Puccini Operas Tosca and Turandot ..."

PARAGRAPH Keyword

With this proximity keyword, all terms match text in the same paragraph of the same document.

The definition of the boundaries of a paragraph is determined during document parsing.

Proximity Matching Examples

Proximity controls the sequence of words. For example, requesting:

```
PUCCINI OPERAS IN SENTENCE
```

looks for the two words `PUCCINI`, followed by `OPERAS`, where both words should appear in the same sentence.

The smallest subexpression used for a proximity must contain at least two terms. For example:

```
A IN SENTENCE
```

Invalid, because A is always in a sentence.

```
A AND B IN SENTENCE
```

Valid, because the compound is at least two

```
LIGHT OPERA OR MUSIC IN SENTENCE
```

Invalid, because MUSIC is always in a sentence

```
LIGHT OPERA OR (MODERN BALLET IN SENTENCE)
```

Valid, because the smallest is at least two. Note that OR is considered a lower precedence than IN.

NOT Keyword

This keyword specifies that the following search expression must not be present in the document to match the document. The valid operator is the NOT keyword.

To indicate that all documents containing the negation of the word "Mozart" should be retrieved, the query `NOT Mozart` should be entered.

Wildcard Operator

A wildcard allows you to create a single expression that can relate to one or more expressions.

A wildcard expression is a string of text, with no intervening spaces, that contains one or more occurrences of the asterisk character (*), the percent sign character (%), or both. Wildcard searches are case-insensitive.

Wildcard Conventions

Use the following conventions to create wildcard expressions:

- Use the percent sign character (%) to represent the substitution of a single character.

For example: `TOU%H` requests any term starting with the letters TOU, followed by any other character, and then by the letter H. A sample hit could be TOUCH or TOUGH. You can enter two % wildcard characters. As another example, you can enter `H%%SE`. A typical hit would be HOUSE.

- Use the asterisk character (*) to represent the substitution of one or more characters.

For example, `MUSIC*` could provided a sample match of MUSIC, MUSICIAN or MUSICAL.

If you enter multiple * wildcard characters in a a term, they must be separated by at least one other character. For example:

Invalid:

```
HO**SE
```

Valid:

```
*OU*
```

Searching by Date

You can specify a date range for your search, specifying the date stored in the infobase page. Your **information provider** can specify the date to be other than the date the page was made available in the infobase. For example, the date might be the date the page was last revised.

Enter dates in the Full Search dialog box by clicking on the Documents Since and Documents Until buttons.

Searching by Title

You can search for a specific page according to its title by using the IN operator. For example:

```
Johannes Brahms IN TITLE
```

Hits in the title are not highlighted on the matching page in the results menu.

You cannot use a wildcard in a title search.

Posing Text Retrieval Search Queries

To pose a search query:

1. On the Button Bar, choose the Query button.

   Or,

2. Choose Full Text Search (Ctrl+S) from the Locate menu.

   The Full Text Search dialog box is displayed with all of the available indexes listed

3. Select the index(es) you want to search.
4. In the Query field, enter your search expression.
5. If you want to specify dates in your query, click on the applicable buttons labeled Documents Since and Documents Until.

   If you do not enter new dates in these fields, VTX searches all documents.

6. When you have finished specifying your query, choose the OK button.

VTX displays a results menu of matching pages to your query, with the first page selected.

7. To view the selected page, click the left mouse button; to view one or more other pages, select the pages you want and choose the Enter button on the Button Bar.

   The first matching page in your results menu is displayed. Depending on your setting in Preferences dialog box, VTX displays the Top of the page, or the first hit, which may not both be visible on your screen at once.

8. To display the next hit or matching word on the same page, choose the Next Matching Word button on the Button Bar.

   Or,

9. Choose Next Matching Word (+) from the Navigate menu.

10. To display the next matching page on your results menu, choose the Next Choice button on the Button Bar.

    Or,

11. Choose Next Choice (Ctrl+N) from the Navigate menu.

Displaying the Next Matching Word from a Matching Page

To display the next matching word:

- On the Button Bar, choose the Next Matching Word button.

  Or,

- Choose Next Matching Word (+) from the Navigate menu.

Displaying the Previous Matching Word from a Matching Page

To display the previous matching word:

- On the Button Bar, choose the Previous Matching Word button.

  Or,

- Choose Previous Matching Word (-) from the Navigate menu.

Using Query Slaves

A query slave is a detached VTX process dedicated to posing queries. This process can pose one query at a time and is created and administered by one VTX server; VTX servers cannot share slaves.

A query slave can be permanently associated with an index or it can exist in the general slave pool. The slave pool is used when all permanent slaves associated with an index are busy.

Queries are executed outside of the VTX server and appear on your system as separate processes carrying the name:

VTX$*sssss hhhh*

where:

sssss

the name of the VTX server owning the slave.

hhhh

a hexadecimal sequence number.

6

VTX Menus and Commands

This chapter provides reference information on all the command menus in VTX, as well as the function each command performs.

Menu Commands

Menu commands determine how you will use VTX. The following menus exist in VTX:

- File menu
- Edit menu
- Navigate menu
- Locate menu
- Customize menu
- Help menu

File menu

The File menu contains the following commands:

Save As...

Print...

Print Setip...

Send Mail...

Exit

Save As...

Use this command to save a page in a file. You can save either the current page or the current page and all its associated continuation pages. You can also save the page in different file format.

Shortcut

- Button Bar: Home button

Print...

Use this command to print pages, either on a printer or to a file. You can print either the current page or the current page and all its associated continuation pages.

Shortcut

- Button Bar: Home button

Print Setup...

Use this command to view the settings you have established as your default print settings, or to specify different settings for your current printing job.

Send Mail...

Use this command to mail a page through TeamLinks. You can mail either the current page, or the current page and all its associated continuation pages.

Shortcut

- Button Bar: Home button

Exit

Use the Exit command to exit from your current VTX session. Any BookMarks you have set are cleared for your next session.

Edit menu

The Edit menu contains the following commands:

Copy

Select All

Copy

Use this command to place a copy of the selected portion of the current page on the Clipboard. This makes the copy available for your use in other applications.

Shortcut

- Keys: Ctrl+C

Select All

Use this command to select the entire current page for copying to the Clipboard. This makes the copy available for your use in other applications.

Navigate menu

The Navigate menu contains the following commands:

Main Page

Backup

Next Page

Previous Page

Refresh Page

Next Choice

Previous Choice

Next Matching Word

Previous Matching Word

Top of page

Bottom of page

Connect...

Main Page

Use this command to return to the main page in your VTX system directly, from anywhere in your infobase.

Shortcuts

- Button Bar: Home button
- Key Command: Home

Backup

Use this command to display the last menu from which you made a choice.

Shortcuts

- Button Bar: Home button
- Key Command: Esc

Next Page

Use this command to display the next page of a multiple page document.

Shortcuts

- Button Bar: Home button
- Key Command: Page Down

Previous Page

Use this command to display the previous page of a multiple page document.

Shortcuts

- Button Bar: Home button
- Key Command: Page Up

Refresh Current Page

Use this command to refresh the current page, retrieving it from your infobase with any changes that have been made to it since you last accessed it.

Shortcut

- Key Command: Ins

Next Choice

Use this command to make the next choice on your multiple choice list.

Shortcuts

- Button Bar: Home button
- Keys: Ctrl+N

Previous Choice

Use this command to return to the previous choice on your multiple choice list.

Shortcuts

- Button Bar: Home button
- Keys: Ctrl+P

Next Matching Word

Use this command to display the next hit or matching word on a matching page in a results menu.

Shortcuts

- Button Bar: Home button
- Key Command: Tab

Previous Matching Word

Use this command to display the previous hit or matching word on a matching page in a results menu.

Shortcuts

- Button Bar: Home button
- Keys: Shift+Tab

Top of page

If a page fills more than one screen, use this command to display the top of the page. You can do this from any point in the page, without redisplaying the parts of the page between your position and the top.

Shortcuts

- Button Bar: Home button
- Keys: Ctrl+T

Bottom of page

If a page fills more than one screen, use this command to display the bottom of the page. You can do this from any point in the page, without displaying the parts of the page between your position and the bottom.

Shortcuts

- Button Bar: Home button
- Keys: Ctrl+B

Connect...

Use this command to connect to a different server and node, or to reconnect to your previous server.

Locate menu

The Locate menu contains the following commands:

Find Page by Keyword...

BookMarks...

Page Information...

Full Text Search...

Find Page by Keyword...

Use this command to locate a specific page. VTX finds the page according to a page keyword or number associated with the page.

Shortcuts

- Button Bar: Home button
- Keys: Ctrl+F

BookMarks...

Use this command to mark up to five pages with BookMarks. BookMarks provide you with quick access to marked pages during your current VTX session, and are cleared when you end the session.

Shortcut

- Button Bar: Home button

Page Information...

Use this command to determine page title, creation date, number, and any associated keywords, for the current page.

Shortcuts

- Button Bar: Home button
- Keys: Alt+Enter

Full Text Search...

Use this command to pose a Text Retrieval query.

Shortcuts

- Button Bar: Home button
- Keys: Ctrl+S

Customize menu

The Customize menu contains the following commands:

Preferences...

Icons...

Fonts...

Save Window Position

Preferences...

Use this command to specify preferences in your VTX work environment.

Icons...

Use this command to customize the position and contents of your Button Bar.

Fonts...

Use this command to customize the font type, style, and size of your screen display.

Save Window Position

Use this command to save the size and position of your VTX window when you exit VTX. All other VTX options are saved as they are chosen.

Help menu

The Help menu contains the following commands:

Contents...

Help on this Page...

About...

Contents...

Use this command to view the topics contained in the VTX help library.

Shortcut

- Button Bar: Home button

Help on this Page...

Use this command to display help information specific to the current page. Page help is specific to the current page, and is provided to your system by your information provider. It is available on some pages.

Shortcut Home button

About...

Use this command to view the version, date, and additional trademark and product information for VTX.

Key Commands

You can perform many menu commands with key commands. Key commands appear as key sequences on the menus to the right of the menu items. Key commands let you bypass the menu commands to perform the same functions.

Menu Command	Key Command
Backup	ESC

Bottom of Page	Ctrl+B
Copy	Ctrl+C
Main Page	Home
Next Choice	Ctrl+N
Next Matching Word	Tab
Next Page	Page Down
Previous Choice	Ctrl+P
Previous Matching Word	Shift+Tab
Previous Page	Page Up
Refresh Page	Ins
Top of Page	Ctrl+T

You can customize your Button Bar by:

- Choosing to display or not display it
- Choosing its location in the window
- Choosing not to display buttons you do not use

A

VTX Status Messages

VTX displays status messages when it is unable to process your request.

Abort

Type: Informational

Meaning: A link between two servers has been broken.

User Action: Try again later.

All fields are protected

Type: Informational

Meaning: You cannot enter information on this form.

All fields protected, no field help

Type: Informational

Meaning: You cannot enter information on this form. Also, there is no help for these fields.

Cannot open SAVE or PRINT file

Type: Informational

Meaning: This error message can appear because:

- There is a protection violation of the default directory.
- The disk quota is full.
- You have specified an invalid file name.

User Action: See your VTX operator if you need assistance.

Choice must be between 1 and 99

Type: Informational

Meaning: You specified an invalid number.

User Action: Enter a number between 1 and 99, inclusive, and try again.

Invalid multi-choice selection

Type: Informational

Meaning: You have specified your choices incorrectly.

User Action: See Help on selecting multiple choices.

Multi-selection list cleared

Type: Informational

Meaning: Your list of choices from a menu page has been cleared. This message appears when you return to a menu or form page after reading some or all of your multiple selections.

No help available

Type: Informational

Meaning: There is no help text on this topic.

No more multi-choice selections

Type: Informational

Meaning: You are on the last choice on your list of multiple choices.

No next form field

Type: Informational

Meaning: You are on the last field of the form.

No previous multi-choice selection

Type: Informational

Meaning: You are on the first choice on your list of multiple choices.

Not yet implemented

Type: Informational

Meaning: The action to your request has not yet been implemented. This is usually due to incompatible versions of the TCP and a remote application, where the application has not yet implemented a function that the TCP attempted to call.

Page not available directly

Type: Informational

Meaning: You cannot access the page directly by using a keyword or page number.

User Action: Access the page through a menu.

Print or Save restricted

Type: Informational

Meaning: This message could appear when:

- A subscriber using VTX Version 2.1 tries to do a SAVE/ALL or PRINT/ALL on a document containing extended continuation pages (a VTX Version 3.0 feature).
- The /NOSAVE qualifier has been set on this page, disabling the subscriber's local PRINT and SAVE functions.
- The subscriber has tried to use a PRINT or SAVE command from a concentrator.

User Action: See your VTX operator.

That information is not available

Type: Informational

Meaning: DECnet cannot establish a connection to another computer or server that owns the information.

User Action: Try again later.

That is an inappropriate request

Type: Informational

Meaning: This message appears when you make a valid request in an inappropriate context.

That is not a valid choice

Type: Informational

Meaning: Your selection from a menu page was incorrect. For example, on a menu offering choices 1 through 4, you may have typed 5 as your choice.

That is not a valid mark number

Type: Informational

Meaning: You specified an invalid BookMark number.

User Action: Make sure your BookMark numbers are between 0 and 4.

The requested page doesn't exist

Type: Informational

Meaning: You specified (with the FIND function) a page number that does not exist.

User Action: Check the page number and try again.

There is no next help page

Type: Informational

Meaning: You are on the last page of help text.

There is no next page

Type: Informational

Meaning: You are on the last page of text.

There is no page with that keyword

Type: Informational

Meaning: You specified a keyword that does not exist.

User Action: Check the keyword and try again.

Too many parameters in command

Type: Informational

Meaning: You entered too many parameters in your command.

You are on the first form field

Type: Informational

Meaning: You are on the first field of the form and cannot back up.

User Action: Proceed to the next field, or exit from the form.

You are on the first help page

Type: Informational

Meaning: You are on the first page of help text and cannot back up.

User Action: Proceed to the next page, or exit from Help.

You are on the first page

Type: Informational

Meaning: You are on the first page of text and cannot back up.

You may not access the desired page

Type: Informational

Meaning: Access to the page is restricted.

Your request was incorrect

Type: Informational

Meaning: The command you gave VTX was incorrect. This message appears when, for example, you press a key that is invalid for the function you are trying to use.

Glossary

application provider

Programmers assigned to create and maintain applications for a VTX service.

BookMark

A means of marking up to five pages for quick access during your current VTX session. All BookMarks are cleared when you exit your current session.

Button Bar

A graphical bar with buttons that perform some of the most common commands in VTX, such as Save, Print, and Find.

command

Instruction that tells VTX how you want it to perform.

command menu

A list menu that contains VTX commands. These menus, displayed in the menu bar of the Main Window, are: File, Edit, Navigate, Locate, Customize, and Help.

continuation pages

Information in a document that does not all fit on the primary page; the pages that follow a primary page in a multipage document.

dialog box

A data entry box that enables you to specify additional information to VTX to carry out a command. To set an option or complete a field in a dialog box, point to the option and click the left mouse button.

display page

A page that presents information from your infobase for your viewing. Display pages do not contain menu prompts or input fields. The format of a display page is determined by your information provider infobase.

document

A primary page and all its continuation pages. A document can contain a total of 32,768 pages.

form page

A page that contains fields in which you are required to enter information. An example of a form page is a course registration form.

hit

A match when a word or term satisfies a search query. When you view the page on which the hit occurs, you see the hit is highlighted for your identification. Although you can have multiple hits on a single page, a hit cannot span two pages.

home page

The first page displayed when you start VTX; commonly a menu. Also known as the main page.

home server

The server closest to you, and the one to which you connect when you start VTX.

icon palette

A display of icons available in VTX, from which you can choose the icons you want to display as buttons in your Button Bar. You can see the icon palette in the Icons... command from the Customize menu.

icons

Graphical symbols that represent the most common commands in VTX, such as Save, Print, and Find. VTX icons are called buttons and are displayed in the Button Bar. A VTX icon also exists in your program group as a result of installation and is used to start the application.

index

A grouping of VTX pages; a cross-reference table of all the terms that exist in all of the pages of an infobase, as well as information about the page itself, including its title and creation date.

infobase

The information an organization can access through its VTX system. An infobase is specifically designed and created by members of the organization to satisfy the information requirements and needs of its members. An infobase is keyword and menu-driven. It contains all of the organization's pages and keywords, on all of its nodes.

information provider

The person or agency that gathers and formats information for inclusion in a VTX infobase.

key commands

Shortcut key sequences you can use to activate commands without displaying a menu. If a command has key commands, the keys appear in the menu to the right of the command.

keyword

A word or phrase assigned by your information provider to a particular infobase page. You can use keywords in combination with the Find command for quick retrieval of pages; when you type the keyword, VTX displays the page with that keyword.

landscape

One of two types of printer orientation; lines of text are printed parallel to the long dimension of the paper.

launchable page

A page that provides a means for you to activate other applications, such as Excel or WordPerfect, from within VTX. There are no limitations on the type of information that can be stored in a launchable page, or on the type of application a launchable page can start.

list menu

A menu that provides you with options that determine the kind of information you can access in your infobase; displayed in a list box.

main page

The first page displayed when you start VTX; commonly a menu. Also known as the home page.

matching page

A page with one or more hits from a full text search.

multiple choice list

When you make multiple choices from a menu at one time, VTX keeps track of your multiple choices in a list so that you can navigate to your next and previous choices as you need. Whenever a menu or form is displayed from your multiple choice list, VTX clears the list and proceeds as if you had chosen only the current page.

page

A unit of information displayed on your PC screen. When the total information does not fit on a single page or screen display, continuation pages are displayed. The page from which pages are continued is the primary page. A primary page and all its continuation pages make a document. There are eight types of VTX pages: menu, display, template, form, remote, help, query, and launchable.

page help

Form-specific online help created by your information provider, and is available on some, but not all, form pages.

portrait

One of two types of printer orientation; lines of text are printed parallel to the short dimension of the paper.

primary page

The first page of a document that contains continuation pages; the page from which pages are continued.

proximity operator

One of the following words that determines spatial relationship between terms within a search query: PHRASE, SENTENCE, PARAGRAPH.

query

An expression that defines the purpose of a full text search; what you are looking for. A search query can be in the form of: exact string matches (typically words), Boolean expressions (combinations of exact string matches), concepts (enhanced combinations of Boolean expressions), or any combination of the above.

results menu

A type of list menu. A results menu provides a list of the matching VTX pages found with a search query. A matching VTX page is displayed only once in a results menu, regardless of how many matches the page contains.

server node

An individual computer system in a network that can communicate with other computer systems in the network.

server

The process tha controls access to an infobase of VTX pages.

service provider

Person responsible for one or both of the following functions: designing and implementing a VTX service, and operating the service

system administrator

Person who manages the infobase and may also be responsible for operating the VTX service.

Text Retrieval

Allows you to find and retrieve documents whose contents match a search query that you specify. It does this by indexing documents, performing searches for relevant documents, and retrieving lists of relevant documents.

videotex

Generic name for a computer-based information retrieval service. A videotex service is characterized by a hierarchical infobase structure and an easy-to-use user interface.

wildcard

A search expressions that defines all words or phrases that share a common matching attribute.

How to Order Additional Documentation

Technical Support

If you need help deciding which documentation best meets your needs, call 800-DIGITAL (800-344-4825) and press 2 for technical assistance.

Electronic Orders

If you wish to place an order through your account at the Electronic Store, dial 800-234-1998, using a modem set to 2400- or 9600-baud. You must be using a VT terminal or terminal emulator set at 8 bits, no parity. If you need assistance using the Electronic Store, call 800-DIGITAL (800-344-4825) and ask for an Electronic Store specialist.

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